

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 010-2011

OPEN TO: All interested candidates
POSITION: Protocol Assistant, FSN- 8; FP-06
OPENING DATE: Tuesday, June 14 2011
CLOSING DATE: Tuesday, June 28, 2011
WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Brazzaville is seeking an individual to fill the position of Protocol Assistant in the Executive Section of the Embassy.

BASIC FUNCTION OF POSITION

The incumbent Serves as principal advisor to the Ambassador, EXEC OMS and DCM on all activities related to Executive Office representational and ceremonial duties and is the liaison with Republic of Congo authorities and other local institutions. Plans and coordinates major mission representational functions. Follows domestic political and social developments closely. Drafts, edits and translates documents in English and French. Tracks correspondence and invitations addressed to the Ambassador. Incumbent is supervised by the Ambassador's OMS.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education:

University degree in Office Management, or equivalent, is required.

2. Prior work experience:

Three years of progressively responsible secretarial and related experience or equivalent is required.

3. Language requirements:

Level IV (fluent) Speaking/Reading/Writing/Understanding English and French is required. Native or near native French Language also required.

4. Knowledge:

Comprehensive knowledge of Congolese protocol procedures, the general etiquette and social mores of the host country, those aspects of the political structure and situation of the host country affecting protocol. Employee must also have an understanding of American social and diplomatic procedures and U.S. Mission goals.

5. Skills and abilities:

Must be able to interact with high-level contacts of the Embassy, both Congolese and American, in an intelligent and sophisticated manner, including a strong intercultural awareness. Must be proficient in Microsoft Outlook, Word and Excel. Must be able to use a personal computer and a variety of computer software to prepare invitations, memos and other correspondence. Ability to work independently is required and must have initiative and discretion. Must be flexible in adapting to changing tasks and competing priorities and the ability to work well in coordination with other Mission sections. Able to plan and schedule major events from overall conception to final details. Must be timely and accurate in drafting, editing and translating a wide variety of documents.

SELECTION PROCESS (FOR ALL POSITIONS)

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1.** Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Current employed US citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4.** Currently employed Not ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. NOR employees who are hired with a WAE work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1.** Application for U.S. Federal Employment (DS 0174 in English and French) available at <http://brazzaville.usembassy.gov/job-opportunities.html> and at the Embassy Security Post;
- 2.** Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- 3.** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position, as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzaHRO@state.gov

PHONE: 06-612-2000 / 06-612-2073 / 06-612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION: June 28, 2011

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.